



VICTIM COMPENSATION AND GOVERNMENT CLAIMS BOARD

JOB OPPORTUNITY

REVENUE RECOVERY AND ACCOUNTING DIVISION
RESTITUTION SECTION
ASSOCIATE GOVERNMENTAL PROGRAM ANALYST
Permanent/Full-Time
\$4,111.00 - \$4,997.00

POSITION SUMMARY:

Under the direction of the Staff Services Manager II, the Associate Governmental Program Analyst (AGPA) performs a variety of tasks intended to ensure a positive, collaborative relationship between the Board and local officials for purposes of increasing revenue to the Restitution Fund and improving California's criminal restitution system. Duties include:

- Compile and analyze statistical data from the Board's restitution outreach and education programs, contracts with district attorney's offices, and interagency agreements; produce reports, analyze data for trends.
- Develop, design, and maintain a quarterly informational memorandum highlighting statewide restitution issues.
- Implement Probate Code section 216; work closely with the various Probate Courts throughout California, probate attorneys, probate administrators and the California Department of Corrections and Rehabilitation to ensure the timely filing of the Creditor's Claim against an estate.
- Research, develop, and design restitution publications and reports.
- Coordinate, plan, and organize quarterly restitution specialists meetings.
- Analyze legislation and develop legislative proposals.
- Review legal publications for new case law on restitution issues.
- Develop operational memorandums to resolve issues and address emerging trends related to restitution imposition and collection.
- Develop processes and procedures to identify post-parolees and post-probationers.
- Resolve outstanding collection issues with outside agencies.
- Act as the program liaison to ensure compliance with contract provisions with the California Department of Corrections and Rehabilitation.

DESIRABLE QUALIFICATIONS:

- Strong analytical skills with the ability to work well under pressure.
- Excellent communications skills, both oral and written with the ability to clearly articulate issues.
- Computer proficiency in Microsoft Word and Excel.
- Experience analyzing data and the development of charts and spreadsheets.
- Ability to work well in a team setting, but have the ability to work independently.
- Thorough and attentive to detail with the ability to comprehend legal issues and present a comprehensive response.
- Excellent attendance and interpersonal skills.

WHO MAY APPLY:

Candidates either currently at the AGPA level or have eligibility by way of list, transfer or reinstatement to the AGPA level. In addition to their application, candidates must submit a current resume and cover letter explaining their eligibility and interest in this position. Applications will be screened and only the most qualified will be selected for an interview.

SUBMIT APPLICATION TO:

Victim Compensation and Government Claims Board
Human Resources Section
Attn: Robin Jones
P.O. Box 48
Sacramento, CA 95812-0048
(916) 324-3252
email: rjones1@vcgcb.ca.gov

FINAL FILING DATE:
March 14, 2006,
Or Until Filled

Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation. **POSITION SUBJECT TO SROA AND RE-EMPLOYMENT LIST POLICIES AND PROCEDURES.**

California Relay Service: Voice line: 1-800-735-2922
TDD User: 1-800-735-2929

040-510-5393-803